

CITY OF ROCKLIN

PUBLIC WORKS INSPECTOR I PUBLIC WORKS INSPECTOR II

DEFINITION

To inspect work quality and materials used in a variety of public works construction projects, subdivisions and commercial site projects to ensure conformance with approved plans, specifications, codes, ordinances, laws and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

DISTINGUISHING CHARACTERISTICS

Public Works Inspector I: This is the entry level class in the Public Works Inspector series. This class is distinguished from the Public Works Inspector II by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under immediate supervision while learning job tasks.

Public Works Inspector II: This is the full journey level class within the Public Works Inspector series. This class is distinguished from the Public Works Inspector I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Public Works Inspector I

Receives general supervision from the Public Works Director.

Public Works Inspector II

Receives general supervision from the Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Inspect work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specification, codes and ordinances.

Review plans and specifications of assigned project; conduct pre-construction conferences, develop and issue notice to proceed documents, as assigned.

Inspect materials for identification and conformance to specifications.

Inspect various structures such as utilities, streets, sidewalks, gutters, and other construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

Collect samples of materials for examination or analysis by laboratories; perform routine materials and field tests to assure material/workmanship quality.

Observe work during progress and upon completion, ensure that safety procedures are followed.

Identify safety hazards during course of work and take appropriate action; investigate complaints or claims against the City.

Monitor, inspect, and approve completion of work done under an encroachment permit; ensure that all specified conditions are met.

Record amounts of materials used and work performed; prepare necessary reports for and develop progress payments.

Serve as coordinator between engineering staff, surveyors, soil engineers, design engineers, contractors and general public.

Prepare activity records and reports.

Review invoices and recommend progress payments.

Coordinate design alterations between City staff and the developer.

Conduct change order negotiation, develop change orders for review and approval, as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Public Works Inspector I

Knowledge of:

Principles, methods, materials, equipment and safety requirements of construction.

Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Basic soil mechanics and geology.

Ability to:

Understand and interpret engineering plans and specifications and prepare accurate engineering records.

Learn applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Analyze construction plans, specifications, and maps.

Prepare technical reports.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of general construction experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by courses in construction management.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Public Works Inspector II

In addition to the qualifications for Public Works Inspector I:

Knowledge of:

Applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Defects and faults in construction.

Principles of engineering as applied to construction inspection.

Engineering mechanics of structures.

Ability to:

Deal firmly and tactfully with contractors, engineers and property owners.

Detect and locate faulty materials and poor work quality independently and determine the stage of construction during which defects are most easily found and remedied.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eighteen months to two years of increasingly responsible public works inspection experience similar to the Public Works Inspector I with the City of Rocklin.

Training:

Equivalent to the completion of the twelfth grade supplemented by courses in construction management.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

PWINSPECT
ADOPTED 10/91
REVISED 11/3/97
CAT: TECH
FLSA: NE

II – POSN: 00029
II – Conflict of Interest